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ABSTRACT

This PLACE workbook for clients in employment counseling helps them assess their employability, specifically in the parts of PLACE related to identifying an occupation and fitting the requirements. (A companion Sourcebook is available separately as CE 031 884.) It contains employment-related topics about which the clients are asked questions that can help them identify employment problems. Overcoming these problems may require the clients to learn a skill or work-related behavior, or it may mean that clients must obtain a resource, such as child care, transportation, or bonding. Specific topics covered in this workbook include choosing an occupation, physical requirements, work performance requirements, credentials, and equipment and work clothes ownership. (YLB)

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PLACE

Guided steps to employment readiness

Workbook

Part A
Identifying Your Occupation

Part B
Fitting the Requirements

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CE 031 883

Occupational and Career Analysis and Development

Analyse et développement – Professions et carrières

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Ottawa, 1980

Part A
Identifying Your Occupation

PART A / IDENTIFYING YOUR OCCUPATION

IN ORDER TO PREPARE YOURSELF FOR A JOB YOU MUST KNOW WHAT TYPE OF WORK YOU WANT. THUS, THE FIRST STEP IN PREPARING FOR A JOB IS TO DECIDE ON AN OCCUPATION IN WHICH YOU WISH TO WORK.

1) Have you decided in what occupation you would like to find a job?

☐ YES Please name the occupation and its Canadian Classification and Dictionary of Occupation (CCDO) code, below.

_____

In order to complete Part B of this Workbook, you will need to do a little research; knowing your occupation's CCDO code will help you find the information you need. To find the CCDO code, look in the alphabetical index of the CCDO.
If you are having trouble with this, see part A of the SOURCEBOOK ON THE WORLD OF WORK, page 5, for instructions on how to code your occupation, as well as how to find it in the CCDO and Careers Provinces.

☐ NO If you have not decided on an occupation that you think would be right for you, ask your counsellor for help in deciding. You should have an occupation that you are considering before using the rest of the PLACE Workbook.

For help in choosing an occupation ask your counsellor to let you use the Index to Canadian Occupations. This kit will help you find an occupation that interests you.

For more help in choosing an occupation look in the PLACE Directory to Employment Related Programs and Services under Part A / Identifying Your Occupation. There, you will find a list of a number of systems that can help you choose.

Part B
Fitting the Requirements

This part of the PLACE Workbook is divided into four major sections. Each of these in turn breaks down into sub-sections:

Sections	Sub-Sections
1. Physical Requirements	
2. Work Performance Requirements	a) Duties of the Job b) Using Work Tools and Equipment c) Language Skills
3. Credentials	a) Education and/or Training Requirements b) Licences and Certificates c) Memberships d) Citizenship Requirements
4. Equipment and Work Clothes Ownership	a) Vehicles b) Tools and Equipment Ownership c) Work Clothes

By answering the questions in this part of the Workbook you will be able to assess whether or not you have all the skills and abilities you need to perform the work of the occupation that interests you.

For each sub-section we have included a "How to Find Out" box. This box helps you to find out what your occupation requires for that particular sub-section.

Instructions

1) Before you start Part B you should have an occupation in which you would like to find a job.

2) Always fill in the requirements of your occupations before filling in your own qualifications.

This will help you to list the qualifications you have that are most important to the requirements of your occupation.

3) Follow the directions contained in each section of the Workbook.

1. PHYSICAL REQUIREMENTS

TO WORK IN SOME OCCUPATIONS THERE ARE PHYSICAL REQUIREMENTS YOU MUST MEET. THESE REQUIREMENTS ARE LEGAL ONLY WHEN THE DUTIES OF THE JOB MAKE THEM NECESSARY. OTHERWISE, YOU SHOULD ASK YOUR HUMAN RIGHTS COMMISSION TO INVESTIGATE. IF YOU ARE ABSOLUTELY CERTAIN THAT YOUR OCCUPATION HAS NONE OF THE PHYSICAL REQUIREMENTS OUTLINED BELOW, YOU CAN SKIP THIS SECTION AND GO ON TO SECTION 2, WORK PERFORMANCE REQUIREMENTS.

How to Find Out

If you need help in finding out your occupation's physical requirements, see the SOURCEBOOK, Part B, pp. 17-23. Then, answer the questions below according to what you find out about the physical requirements of your occupation.

PHYSICAL REQUIREMENTS	YOUR QUALIFICATIONS
In the space below write the requirement for your occupation.	Do you match each of the physical requirements?
☐ No requirement Height _____ ft._____ in_____ Weight _____ lbs. Vision _____ Hearing _____ other _____	☐ Yes ☐ No

1. PHYSICAL REQUIREMENTS (CONTINUED)

ASSESSMENT

(a) Do you meet the height requirements?

☐ Yes Go on to (b) below.

☐ No Since you cannot change your height you may have to revise your occupational choice.

Ask your counsellor for help in identifying other occupations that might be interesting to you. See the instructions in PART A/ IDENTIFYING YOUR OCCUPATION

(b) Do you meet all of the rest of the physical requirements?

☐ Yes Go on to the next section WORK PERFORMANCE REQUIREMENTS

☐ No (a) If you can change your weight, or correct your vision and/or hearing: Check Physical Requirements on the Factors page of your Summary Sheet. Indicate which physical requirement you don't meet on the Requirements page. Then go on to the next section WORK PERFORMANCE REQUIREMENTS.

(b) If you can't change your weight or correct your vision and/or hearing you may have to revise your occupational choice. See the instructions in Part A / IDENTIFYING YOUR OCCUPATION

Note: If the requirement is discriminatory in your opinion you should ask the Human Rights Commission to investigate. To record this follow these steps:

(1) Write Discrimination on the Requirements page of your Summary Sheet.

(2) Beside it, write the type of reason the employer is using to refuse employment.

(3) Go to the next section WORK PERFORMANCE REQUIREMENTS and deal with the possible discrimination when you have finished Part B of this Workbook, FITTING THE REQUIREMENTS.

2. WORK PERFORMANCE REQUIREMENTS

EVERY OCCUPATION HAS A SET OF DUTIES THAT WORKERS MUST PERFORM. EACH DUTY WILL REQUIRE ONE OR MORE SKILLS. THE FOLLOWING QUESTIONS HELP YOU TO LIST THE THINGS YOU MUST BE ABLE TO DO AND DECIDE WHETHER YOU HAVE THE SKILLS TO DO THEM.

(a) DUTIES OF THE JOB

How to Find Out

If you need help to find out the work performance requirements of your occupation, see Part B of SOURCEBOOK, pp. 25-30. Then answer the questions below, according to what you find out.

(a) DUTIES OF THE JOB	YOUR SKILLS AND EXPERIENCE
In the space below list the duties that people in your occupation perform. These are outlined in the CCDO and in the Careers Province leaflets.	Once you have listed the duties, give evidence that you have the skills to do each. Evidence can include your work experience, education, training, volunteer or unpaid work you have done.

Please answer on next page

2(a) DUTIES OF THE JOB (CONTINUED)

If you qualify for a duty, check the "MET" column.
If you do not qualify for a duty, check the "NOT MET" column.

DUTIES REQUIRED	YOUR SKILLS AND EXPERIENCE	MET	NOT MET
1			
2			
3			
4			
5			

Do you have the skills you need to perform the duties of your occupation?

☐ Yes Go on to (b) USING WORK TOOLS AND EQUIPMENT

☐ No Check "Duties of the JOB" on the "Factors" page of your Summary Sheet. On the Requirements Page, list the skills or duties you need to learn. Then go to (b) USING WORK TOOLS AND EQUIPMENT.

(b) USING WORK TOOLS AND EQUIPMENT

How to Find Out

If you need help to find out what work tools and/or equipment you must be able to use in order to do the work of your occupation, see Part B of the SOURCEBOOK, pp. 30-34. Then answer the following questions according to what you find out.

2(b) USING WORK TOOLS AND EQUIPMENT (CONTINUED)

If you can use the tool or kind of equipment you have listed on the left, put a checkmark in the "MET column.

If you cannot use the tool or kind of equipment you have listed on the left, put a checkmark in the "NOT MET" column to the right.

List the work tools or equipment you must use in your occupation. These are listed in the CCDO and Careers Provinces leaflets.	Give evidence below that you can use the tools or equipment you have listed. Evidence can include work experience, education, training volunteer or unpaid work.		
WORK TOOLS AND EQUIPMENT REQUIRED	YOUR QUALIFICATIONS	MET	NOT MET
1			
2			
3			

Can you operate all of the tools and equipment you have listed for your occupation?

☐ Yes Go on to (c) LANGUAGE SKILLS.

☐ No Check "Work Tools and Equipment" on the Factors page of your Summary Sheet. On the Requirements page, list the tools or equipment you need to learn to operate.

Then go to (c) LANGUAGE SKILLS.

(c) LANGUAGE SKILLS

SKIP THIS SECTION UNLESS YOU LIVE IN A BILINGUAL AREA.
GO ON TO Section 3 CREDENTIALS.

How to Find Out

If you need help to find out what language skills are required in your occupation in your area, see Part B of the SOURCEBOOK, pp. 34-35. Then answer the questions below according to what you find out.

(c) LANGUAGE SKILLS REQUIRED	YOUR QUALIFICATIONS
In the space below, show the language(s) and the functions required by people working in your area in your occupation. ☐ English ☐ Speak ☐ Read ☐ Write	Do you have the language abilities you have checked on the left. ☐ Yes You match the Language requirements Go on to Section 3 Credentials ☐ No You do not match the Language requirements Check "Language Skills" on the Factors page of your Summary Sheet. On the Requirements page, note which languages and functions you need to learn. Then go on to Section 3 Credentials.
☐ French ☐ Speak ☐ Read ☐ Write	
☐ Other Specify ☐ Speak ☐ Read ☐ Write	

3. CREDENTIALS

REGULATIONS OR EMPLOYER'S PREFERENCES MAY REQUIRE PEOPLE TO HAVE SPECIAL QUALIFICATIONS TO GET A JOB IN THEIR OCCUPATION. THE QUESTIONS IN THIS SECTION HELP YOU ASSESS WHETHER YOU HAVE THESE CREDENTIALS.

(a) EDUCATION AND/OR TRAINING REQUIREMENTS

How to Find Out

For help in finding out what the education and/or training requirements are for your occupation, see Part B of the SOURCEBOOK, pp. 37-42. Then answer the questions according to what you find out.

(a) EDUCATION AND/OR TRAINING REQUIREMENTS	YOUR QUALIFICATIONS
List the education and/or training you need to qualify for work in your occupation.	Do you match these requirements? Answer below. ☐ Yes — You meet the Education and/or Training Requirements. Go on to (b) Licences and Certificates. ☐ No — You do not meet the Education and/or Training Requirements. Check "Education and/or Training" on the Factors page of your Summary Sheet. List the education and/or training you lack on the "Requirements page. Then go on to (b) Licences and Certificates.

(b) LICENCES AND CERTIFICATES

How to Find Out

If you need help in finding out what licences and certificates are required in your occupation, see Part B of the SOURCEBOOK, pp. 42-49. Then answer the questions below, according to what you find out.

(b) LICENCES AND CERTIFICATES	YOUR QUALIFICATIONS
List any licences or certificates you must have to work in your occupation.	Do you have these?
	☐ Yes — You meet the licence or certificate requirement. Go on to (c) Memberships. ☐ No — You do not meet the licence or certificate requirement. Check "licence" or "certificate" on the Factors page of your Summary Sheet. List the type of licence or certificate you need on the Requirements page. Then go on to (c) Memberships.

Then go on to (c) MEMBERSHIPS.

How to Find Out

If you need help in finding out whether your occupation requires membership in any union, association or other group, see Part B of the SOURCEBOOK, pp. 49-51. Then answer the questions below, according to what you find ut.

(c) MEMBERSHIPS	YOUR QUALIFICATIONS
List any memberships you must have in order to get a job in your occupation. (For example union membership or membership in a professional association).	Do you have the required membership?
	☐ Yes You meet the Membership requirement. Go on to (d) Citizenship. ☐ No You do not meet the Membership requirement. Check "Membership" on the Factor page of your Summary Sheet. List the type of membership you need on the Requirements page. Then go on to (d) Citizenship.

(d) CITIZENSHIP

Are you a Canadian citizen?
Yes Go on to Section 4 EQUIPMENT AND WORK CLOTHES OWNERSHIP.
No Continue with this Section

How to Find Out

If you need help in finding out what the citizenship requirements for your occupation are, see Part B of the SOURCEBOOK, pp. 51-52. Then answer the following question according to what you find out.

(d) CITIZENSHIP	
Some employers require their staff to be Canadian citizens. This is especially true of Governments. Do people in your occupation usually require Canadian citizenship?	
☐ YES	Check "Citizenship" on the Factors page of your Summary Sheet and go on to Section 4 EQUIPMENT AND WORK CLOTHES OWNERSHIP. (If you are not eligible for Canadian citizenship, you may have to consider other occupations.)
☐ NO	Go on to Section 4 EQUIPMENT AND WORK CLOTHES OWNERSHIP.

4. EQUIPMENT AND WORK CLOTHES OWNERSHIP

NO MATTER WHAT OCCUPATION YOU WORK IN YOU'LL NEED CLOTHES THAT ARE RIGHT FOR THE JOB. YOU MAY ALSO NEED TO HAVE SPECIAL TOOLS OR EQUIPMENT. THE QUESTIONS IN THIS SECTION WILL HELP YOU FIND OUT WHAT YOU NEED.

VEHICLES, TOOLS AND EQUIPMENT

How to Find Out

If you need help in finding out whether your occupation may require you to provide your own vehicle, tools and/or equipment, see Part B of the SOURCEBOOK, pp. 53-56. Then answer the questions about vehicles, tools and equipment that follow, under (a) and (b).

(a) VEHICLES

VEHICLES	YOUR QUALIFICATIONS
Are you required to have a vehicle (car, truck, motorcycle etc.) of your own, that you can use on the job? Yes Check the type of vehicle required below truck car other No, I do not need one. Go on to (b) TOOLS AND EQUIPMENT OWNERSHIP.	If you need one, do you have the vehicle that is required? (Check below) ☐ Yes Go on to (b) TOOLS AND EQUIPMENT OWNERSHIP. ☐ No Check "Vehicle on the Factors page of your Summary Sheet. On the Requirements page, write the name(s) of vehicle(s) you need. Then go on to (b) TOOLS AND EQUIPMENT OWNERSHIP.

(b) TOOLS AND EQUIPMENT OWNERSHIP

TOOLS AND EQUIPMENT REQUIREMENTS	YOUR QUALIFICATIONS
In your occupation, what tools or equipment do the workers, themselves, normally supply?	Do you have the tools and equipment normally required? ☐ Yes Go on to (c) WORK CLOTHES. ☐ No Check "Tools or "Equipment" whichever applies on the Factors page of your Summary Sheet. On the Requirements page, list the tools or equipment you must obtain. Then go on to (c) WORK CLOTHES.

(c) WORK CLOTHES

How to Find Out

For help in finding out what kinds of work clothes your occupation may require, see Part B of the SOURCEBOOK, pp. 56-59. Then answer the questions below, according to what you find out.

(c) WORK CLOTHES OWNERSHIP	YOUR QUALIFICATIONS
Which of the following types of clothes are you required to have for your occupation?	Do you have enough of the type of clothes required to dress properly for one week?
☐ Office Clothes ☐ Factory Work Clothes ☐ Outdoor Manual Work Clothes ☐ Uniform ☐ Other (please specify)	☐ Yes Go on to the next page of this Workbook. ☐ No Check "Work Clothes" on the Factors page of your Summary Sheet and list the type(s) of work clothes you need on the Requirements page. Then see the next page of this Workbook.

You have completed the Assessment portion of Part B / FITTING THE REQUIREMENTS.

If you did not meet all the requirements listed in Part B of this Workbook, go on to the Summary Sheet to work out ways of meeting these requirements. This is explained on the Summary Sheet.

When you finish working out ways of meeting requirements that you have listed on the Summary Sheet for Part B, go on to other Parts of PLACE, if appropriate to your needs.

If you met all the requirements in Part B of this Workbook, go on to other Parts of PLACE, if appropriate to your needs.

Summary Sheet
Part B
Fitting the Requirements

I The Factors

Put a check (✓) beside each factor whose requirements you do not meet:

☐ 1. Physical Requirements

2. Work Performance Requirements

☐ a) Duties of the Job

☐ b) Using Work Tools and Equipment

☐ c) Language Skills

3. Credentials

☐ a) Education and/or Training Requirements

☐ b) Licences and Certificates

☐ c) Memberships

☐ d) Citizenship Requirements

4. Equipment and Work Clothes Ownership

☐ a) Vehicles

☐ b) Tools and Equipment Ownership

☐ c) Work Clothes

Summary Sheet
Part B
Fitting the Requirements

II The Requirements

For each of the factors that you have checked in I above, write the requirements you must meet to be able to work in your occupation. These requirements are contained in your answers to the Requirements side of the SOURCEBOOK Part B "Fitting the Requirements".

Code for the PLACE Factor	The Requirements

23

Summary Sheet
Part B
Fitting the Requirements

III Possible Solutions

For each PLACE factor you have checked (√) in "I", list below the methods you can use to help you become able to meet the requirements. Check the SOURCEBOOK ON THE WORLD OF WORK and the Directory of Employment-Related Programs and Services to find methods you can use.

Codes for the PLACE Factor	Methods of Becoming Able to Meet the Requirements

24

Summary Sheet
Part B
Fitting the Requirements

III Possible Solutions (Cont'd)

Code for the PLACE Factor	Methods of Becoming Able to Meet the Requirements

25

Summary Sheet
Part B
Fitting the Requirements

IV Priorize Your Plans of Action

1. Choose from the methods you listed in III Possible Solutions, those that you wish to use, and list them below.

2. Number them in the order in which you will use them.